

State of Texas
County of Tarrant
City of Grapevine

The Board of Commissioners of the Grapevine Housing Authority held a meeting in regular session on this the 25th day of October 2012 in the Conference Room of Grapevine Housing Authority, with the following members present to wit:

Jane Everett	Chair
Randy Bacon	Vice Chair
Joetta King	Commissioner
Karen Rice	Commissioner

Constituting a quorum, with the following also present:

Debra Wells	Executive Director
Sharron Spencer	Liaison to City Council
John McGrane	Director of Administrative Services

CITIZEN COMMENTS

CALL TO ORDER

REPORT OF THE EXECUTIVE DIRECTOR (INFORMATIONAL ONLY)

Item #1. Rent Delinquency and Information Sheet

The executive director reported to the board on the rent delinquencies, number of empty units, work orders and statistical information for the waiting list for Public Housing from October 1, 2012 through October 19, 2012. Also reported was the statistical information for the Section 8 Voucher Program including number of Vouchers leased up, cost per voucher, number of applications on the waiting list, and the Portability and Receipts report. Portability accounts receivables aging report included.

Item #2 Capital Funds Report and work in progress

The board was provided with the monthly Capital Funds Report including on-going projects.

Item #3 Quarterly Investment Report as of September 30, 2012

The board was provided with the Quarterly Investment Report as of September 30, 2012.

Item #4 Report of Public Housing and Section 8 activity and issues

The board was provided with a report of activity and issues during the month of October 2012.

NEW BUSINESS

Item #1 Consideration of the minutes from the September 26, 2012 Public Hearing and regular meeting

The minutes from the September 26, 2012 Public Hearing and regular meeting were provided to the board.

Commissioner King moved and Commissioner Rice seconded to accept the minutes as presented.

Ayes: Everett, Bacon, King & Rice
Nayes: None
Absent: Waite

Motion passed.

Item #2 Report and acceptance of the monthly financial statements for the month of September 2012

Commissioner Bacon reported to the board that he reviewed the September 2012 monthly financial statements and found them to be acceptable.

Commissioner Bacon moved and Commissioner King seconded to accept the September 2012 monthly financial statements.

Ayes: Everett, Bacon, King & Rice
Nayes: None
Absent: Waite

Motion passed.

Item #3 Consideration and discussion of the Request for Proposal for a Surveyor and consider authorizing a contract up to \$10,000

The executive director reported to the board that a Request for Proposal (RFP) for a surveyor was sent out to several area surveyors and that the RFP review process would probably not be completed by the November meeting. It was discussed to give the executive director the authority to enter into a contract for surveying services in an amount not to exceed \$10,000.

There was discussion concerning the type of survey needed and whether an amended plat was needed. It was determined that the only purpose of the survey was to have markers placed to identify property lines.

Commissioner King moved and Commissioner Bacon seconded to give the executive director the authority to enter into a contract with a surveyor in an amount not to exceed \$10,000.

Ayes: Everett, Bacon, King & Rice
Nayes: None
Absent: Waite

Motion passed.

Item #4 Consideration and discussion of salary increases, office contract labor and other budget increases for the 2013 budget year

It was reported to the board that it is time to start preparing the 2013 budget and there were a few items they needed to approve before sending the information to the fee accountant for preparation of the budget.

The first item discussed was the salary increases for the staff. In the past years salary increases have been provided based on what the City provided their employees. This year City employee's received a 3% merit increase.

The next item discussed was a request by the executive director for an office contract labor person. Person for at least a minimum of twelve weeks a year would provide phone backup and front desk coverage when staff is out on leave.

Other items discussed to be included in the budget were inspection software and an iPad to run the software. This would help to decrease the time spent on paperwork and would provide the ability to run reports from our software.

Commissioner Rice moved and Commissioner King seconded to approve the following items to be included in the 2013 budget; staff increases of 3%, office contract labor for 12 weeks and inspection applications and iPad.

The motion was amended to read staff merit increases of 3%.

Ayes: Everett, Bacon, King & Rice
Nayes: None
Absent: Waite

Motion passed.

Item #5 Minutes from the Resident Advisory Board meeting held October 19, 2012

The board was provided the minutes from the Resident Advisory Board meeting held October 19, 2012.

No action taken.

ADJOURNMENT

Commissioner King moved and Commissioner Bacon seconded that the meeting be adjourned.

Ayes: Everett, Bacon, King & Rice
Nayes: None
Absent: Waite


Motion passed. Meeting adjourned at 5:18 p.m.

PASSED AND APPROVED BY THE BOARD OF COMMISSIONERS OF THE GRAPEVINE HOUSING AUTHORITY ON THE 29TH DAY OF NOVEMBER 2012.

APPROVED:


Jane Everett, Chair

ATTEST:


Debra Wells,
Executive Director